



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

CN #03-09

MEMORANDUM

TO: All Sponsors of the National School Lunch Program
FROM: Nicholas Dunford, Financial Services Director
Health and Nutrition Services
DATE: August 25, 2008
SUBJECT: School Year 2008 Food Services Annual Financial Report Reminder

Original Signed

This is a reminder that Districts and Charter schools must submit their 2008 Food Services Annual Financial Report by **October 15, 2008**. For help with upload contact School Finance Budget Team at SFBudgetTeam@azed.gov or call (602) 542-5695.

All other agencies must submit Child Nutrition Program Annual Financial Report (CNP AFR) by **October 1, 2008** via the CNP Annual Financial Report Tool, which is accessed through Common Logon.

If you do not already have access to the CNP Annual Financial Report Tool, mandatory training for Non-Public Schools is required. To register for the training, please go to www.ade.az.gov/online/registration/ and select Health & Nutrition: NSLP - AFR Web Based Training. To obtain a copy of the training manual, go to www.ade.az.gov/health-safety/cnp/financial/ and select Annual Financial Report Manual.

Reimbursement for NSLP claims will be withheld if the report is not received by the due date. If you need assistance with submitting the CNP AFR, contact Mila Makal at (602) 542-8714.

This institution is an equal opportunity provider.